



System Training and Response (STaR) Team – Wrapping-up the Year in SAIS

Checklist for Wrapping-up the Year in SAIS

This document is intended to assist personnel from Local Educational Agencies in their efforts to verify SAIS data. The checklist provided here illustrates one possible method of organizing this process, but is not necessarily the only acceptable way to proceed.

Use the ADE generated reports listed below to confirm that the raw data that reside in SAIS are complete, accurate and have passed SAIS integrity processing by 4:00 PM on June 29, 2007.

The June 15th payment will be based on the Membership, Special Education Service Participation and ELL Program Participation data that reside in SAIS at 4:00 PM on May 31, 2007. Any data affecting calculations for district growth or state aid for charter schools submitted after May 31, but prior to 4:00 PM on June 29, 2007, will be subject to recalculation for payment adjustments expected to be made by September 15, 2007.

Membership

_____ SDADMS72 Unadjusted Student ADM Report – *Use school level report. Check each grade.*

_____ SDADMS80-1 Charter/Public (non-Charter) Concurrencies – *School level report.*

Special Education Service Participation

_____ SDSPED71 SPED Report – *Report is available at the school and district/charter holder levels (includes approved private special education schools).*

Alternatively use these district level reports:

_____ SDSPED72-1 SPED by DOA Report **and** _____ SDSPED72-2 SPED by DOR Report

Initial IEP (Individualized Education Plan)

_____ SDIEP71 Initial IEP Report – *Applicable only to non-charter schools operating preschool programs for children with disabilities. This report is available only at the district level.*

English Language Learner Program Participation and Assessment

_____ SDELL71 ELL Report - *Report is available at the school and district/charter holder levels.*

_____ SDELL72 ELL Assessment Report* - *Report is available at the school and district/charter holder levels.*

* *Records for all student assessments administered during FY2007 should reside in SAIS before 4:00 PM on June 29, 2007.*

Support Program Participation/Related Needs

All of the following are listed on SDSUPP71 Support Program Report - *Report is available at the school and district/charter holder levels.*

Support Programs (Related Need Codes in Parenthesis) (Due June 29 unless noted)

- _____ 21st Century (4, 5, 6, 8, 9, 10, 13, 14, 15, 16, 18, 19, NOND)
- _____ Neglected or Delinquent (9, 10)
- _____ School Improvement - Supplemental Education Services (4, 5)
- _____ Title I Math (13)
- _____ Title I Other (19)
- _____ Title I Reading (14)
- _____ Title I Science (15)
- _____ Title I Social Studies (18)
- _____ Transportation/School Choice (NOND)
Note: School must have the federal designation of "in school improvement."
- _____ Gifted (1, 2, 3, NOND)
- _____ Johnson-O'Malley Indian Education (NOND) (Due November 30)
Note: A record of the Tribal Name must exist on SAIS for each student who participates in the Johnson-O'Malley Indian Education Program.
- _____ Failing Schools Tutoring Program (13, 14)

Related Needs that may Exist without Support Program Participation

- _____ *Quantitative (Math) Giftedness (1)
- _____ *Language Arts (Verbal) Giftedness (2)
- _____ *Non-Verbal Reasoning Giftedness (3)
- _____ Homeless (6)
- _____ Immigrant (8)
- _____ Neglected (9)
- _____ Delinquent (10)
- _____ Refugee (16) (Due March 31)

*Submitted for students who qualify for, but do not participate in a gifted program.

The following are listed on SDSUPP72 NCLB1 and NCLB2 Indicator Totals Report available only at the district/charter holder level.

- _____ NCLB 1 (5) (Due April 1) (No Support Program)
- _____ NCLB 2 (4) (Due April 1) (No Support Program)

Need Codes

1 – Quantitative (Math) Giftedness	6 – Homeless	15 – Science
2 – Language Arts (Verbal) Giftedness	8 – Immigrant	16 – Refugee
3 – Non-Verbal Reasoning Giftedness	9 – Neglected	18 – Social Studies
4 – NCLB 2	10 – Delinquent	19 – Other Academic Services
5 – NCLB 1	13 – Math	NOND – No Need
	14 – Language Arts	

Year End Status

_____ SDYE05-1 Year End Enrollment Report – *Report is available at the school and district/charter holder levels.*

----- SDADMS71-1 Student Membership by DOA Report – *Student level only. Accessible from the download area at the school or district/charter holder level. (We recommend that this report be used to check the year-end status for a sample of students.)*

Note: Year End Enrollment and Graduation Rate Study are calculated from data submitted to the SAIS Student Detail Database.

Summer Withdrawals

_____ SDADMS77 Summer Withdrawals Report – *Check each school. Report is available at the school and district/charter holder levels.*

Community College Classes

There is no ADE generated report available at this time.

Early Childhood Education Program Participation and Assessment

_____ SDEC71 Early Childhood Program Participation Report - *Report is available at the school and district/charter holder levels.*

_____ SDEC72 Early Childhood Assessment Report* - *Report is available at the school and district/charter holder levels.*

* *Records for all PS student assessments administered during FY2007 should reside in SAIS before 4:00 PM on June 29, 2007.*

Student Integrity Status

_____ Student Integrity Status – *Check each school – **Check Integrity Status for ALL areas.** Report is available at the school and district/charter holder levels.*

Related reports submitted through a non-SAIS application on the ADE Common Logon

ESS Annual Data Collection - Due Friday, July 27, 2007

ESS Census Verification for December 1, 2006 Special Education Census – Due Fall 2007